

# Business Foundation-Business Analysis

Course Outline



## Introduction

Successful enterprises make the most out of the information available to them. They derive value from the numbers driving their business – and this course presents a wide range of practical skills in managing these numbers.

The course will take you through a proven, structured process to improve your ability to collect, analyse and forecast information to generate valuable insights and make well-supported business decisions.

Employing exercises and solutions easily adaptable for your own workplace, this course employs a combination of written materials, screenshots, videos and over 60 professional spreadsheet models (especially developed for Excel 2007/2010/2013).

## Audience

Financial and business analysts, managers, planners, customer-service staff, operations staff and information-management personnel.

Professionals, team leaders and junior to intermediate Business Analysts would also benefit.

## At Course Completion

After completing this course, students will be learn about and be able to:

- The Business Analyst's Excel ToolboxWork in the Project Center
- Collecting and Managing Business Data
- Communicating Your Message
- Winning Charts for Business Communication
- Looking Inside Your Data (Analysis)
- Comparing Business Scenarios
- Looking Outside Your Data (Forecasting)



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## BF-BA

### Overview

This course will take you through a proven, structured process to improve your ability to collect, analyse and forecast information to generate valuable insights and make well-supported business decisions.

### Prerequisites

Proficient in using Microsoft Excel 2010 and above. Essential to have access to a device running Excel 2010 or above AND Microsoft Windows XP or above. Interest in deriving meaningful information and insight from business data.

### Learning Outcomes

Understand what drives change and predict future performance. Communicate information to colleagues, clients and stakeholders effectively. Understand your audience and present data using Excel.

### Module 1: Introduction

1.1- Turning Numbers into Better Business Decisions

### Module 2: The Business Analyst's Excel Toolbox

2.1-Essential Excel for Business Analysis  
2.2 - Professional Tools for Business Analysts

### Module 3: Collecting and Managing Business Data

3.1-Importing and Exporting Data  
3.2 - Power Functions for Managing Business Data

### Module 4: Communicating Your Message

4.1-Your Stakeholders and Their Needs  
4.2 - Data Presentation Formats That Work

### Module 5: Winning Charts for Business Communication

5.1-Professional Charting  
5.2 - Dynamic Charts  
5.3 - Some Special Charts for Business Analysis

### Module 6: Looking Inside Your Data (Analysis)

6.1- Analysing Data with Pivot Tables  
6.2 - Managing Pivot Tables Output

### Module 7: Comparing Business Scenarios

7.1- Decision Making with Compared Scenarios  
7.2 - The Scenario Manager

### Module 8: Looking Outside Your Data (Forecasting)

8.1- Time Series and Forecasting  
8.2 - Working with Moving Averages  
8.3 - Introduction to Regression

